

Windham Region Transit District
Regular Board Meeting
Tuesday April 28, 2015 - 2:00 p.m.
Windham Region Transit District Board Room
115 Ash Street, Willimantic, CT
REGULAR MEETING MOTIONS and MINUTES

Voting Members Present: M. Roach, Chair (Coventry), M. Hart, Vice Chair (Mansfield), C. Abikoff (Ashford), T. Coonradt (Windham)

Voting Members Excused: T. Currier (Columbia), T. McNally, Secretary (Windham), Alex Marcellino (Mansfield)

Staff Present: E. Grant, R. Kurcinik, D. Noll

Guests Present: Joe Comerford (Estuary Transit), Natasha Nau (Columbia Town Manager),

Public Present: John Armstrong, N.M. Lerman

1. Call to Order

Chair Roach called the meeting to order at 2:05 PM.

2. Public Participation

- a. Proposed FY2015 Windham Region Transit District Agency Budget Public Hearing

None.

- b. Items on the Agenda

None.

3. Secretary's Report

- a. Approval of Minutes from the 2/24/2015 evening Public Hearing Session and the 3/24/2015 regular meeting of the Windham Region Transit District

M. Hart MOVED to approve the minutes from 2/24/2015 evening Public Hearing Session and the 3/24/2015 regular meeting of the Windham Region Transit District. T. Coonradt SECONDED. MOTION PASSED unanimously.

- b. Acceptance of the Minutes from the 4/8/2014 meeting of the Windham Region Transit District Personnel Committee and the 4/15/2015 meeting of the Windham Region Transit District Finance Committee

M. Hart MOVED to accept the minutes the 4/8/2014 meeting of the Windham Region Transit District Personnel Committee and the 4/15/2015 meeting of the Windham Region Transit District Finance Committee. T. Coonradt SECONDED. MOTION PASSED with M. Roach abstaining.

4. Correspondence

None.

5. Old Business

a. Facility Update

E. Grant Reported the final building inspection was last week. The contractor is working on a few remaining issues. Furniture has been delivered, and the radio system is being installed. A June move-in date is predicted. M. Hart suggested that we hold an open house to celebrate the opening of the new building. J. Comerford reported that ConnDOT will also be holding a ribbon cutting with Legislators and elected officials.

b. Administration & Managerial Services

We now have a one-year emergency contract in place with First Transit for Administrator Ellen Grant at \$10,000 per month and 80 hours of technical support.

6. Chairman's Report

M. Hart reported that WRTD has negotiated a separation agreement with the previous Executive Director. M.Hart MOVED to add as item 8g under New Business "Appointment of Interim Executive Director". T. Coonradt SECONDED. MOTION PASSED unanimously.

7. Reports of Officers & Staff

a. Financial Update

E. Grant reported a \$160,000 deficit for the current year. Discussion about options for addressing this deficit. We have an extension on our credit line with First Niagara through the end of April and they are working on renewing our line of credit. Staff are also working on establishing a business relationship with Liberty Bank. The Board will call a Special Meeting in May to address this deficit.

b. Service Report

R. Kurcinik noted that ridership was impacted negatively on the fixed route by about 1000 riders permonth due to adding in lunch breaks. Southeast Area Transit will be taking three of our older vehicles. Our maintenance vendor, Atkins Auto, abruptly closed their doors, so we have switched to Biggins Auto in Willimantic, but will have to go out to bid in the new fiscal year for maintenance.

c. Personnel Committee Report

M. Hart reported that T. Carrier was appointed Chair of the Personnel Committee and reviewed the committee's minutes. M. Hart will work with staff to set up a regular meeting schedule for this committee.

d. Report from Ellen Grant, First Transit

Grant reported on agency meetings, capital purchases, the AAA Grant, the Municipal Grant, cash control, insurance policies, auditor's contract, personnel policies, additional local funding to match DOT's contributions toward the management company, the Finance Manager position, and outstanding legal issues.

8. New Business

a. Fares & Public Hearing Comment Review

T. Coonradt reported that the the public input has been largely supportive of the fare change. M. Hart MOVED to approve the amendments to the Transit District's fare schedule, to go into effect no sooner than July 1, 2015, subject to the approval of Connecticut Department of Transportation. T.Coonradt SECONDED. MOTION PASSED unanimously.

b. FY 2015 Budget

No discussion.

c. FY 16 Budget

Presentation of the FY 2016 budget will be the first task of the Finance Manager, for presentation to the Finance Committee.

d. Fourth of July Service

The WRTD offices will be closed on the 3rd of July. The fixed route bus will not run on the 4th of July.

e. Future Board Meeting Dates

T. Coonradt requested that future regular meetings of the Windham Region Transit District Board be scheduled on Friday afternoons.

f. Bylaws

M. Roach noted that the Bylaws need updating. This item will be returned to the Personnel Committee for their attention.

g. Appointment of Interim Executive Director

M.Hart thanked Rose Kurcinik for stepping into the Interim Director position. M. Hart MOVED to remove the designation of Interim Director effective today and the board extended it's thanks and accommodation to Kurcinik. T.Coonradt SECONDED. M. Roach recommended to AMEND the effective date to the end of the current pay period. M. Hart and T. Coonradt ACCEPTED the amendment. MOTION PASSED UNANIMOUSLY.

9. Executive Session

a. Discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E)

T. Coonradt MOVED that the board enter executive session for discussion and possible action concerning attorney client privileged communication concerning personnel matter, in accordance with Connecticut General Statutes §1-200(6)(E). C. Abikoff SECONDED. MOTION PASSED UNANIMOUSLY. The Board entered executive session at 3:46 PM. Executive Session ended at 4:10 PM. No action was taken.

10. Other Business

None.

11. Next Meeting Tuesday, May 26, 2015

12. Adjourn

M. Hart MOVED to adjourn.C. Abikoff SECONDED.

The meeting adjourned at 4:11 PM.

Respectfully submitted by Dagmar Noll for Tom McNally, Secretary